

## **ECF REMINDERS FOR REGISTERED USERS**

A few of the following procedures have changed and there seems to be some confusion regarding the others. If you have questions, please give us a call.

1. **Certificate of Service and Notice of Electronic Filing:**

- Certificate of Service must be included in all documents, even when filing electronically, if one or more parties is not an electronic registered user. As Local Rule 5.1(b) states, “as between registered users, transmission of the Notice of Electronic Filing (NEF) constitutes the service required by the Federal Rules of Civil Procedure, and a certificate of service is moot.”
- Thus, if all parties (counsel) are registered users, only the NEF is required.

2. **“Notice of Conventional Filing”:** Once you attend the training and become a registered user of electronic filing, you waive your right to receive service by any other means than electronically. In accordance with Local Rule 1.6(g), the Notice of Conventional Filing (attached to the Administrative Procedures Manual) must be used when electronic filing is not possible.

3. **Attachments and Exhibits:** Local Rule 7.2 governs which attachments and exhibits may be filed conventionally without leave of court.

4. **Consents to Proceed Before a U.S. Magistrate Judge:** You will receive the “Mailing of Consent to Proceed Before the U.S. Magistrate Judge” electronically. Your consent or objection shall not be filed electronically. It must be mailed or delivered to the Clerk’s Office. The received forms will be kept in a sealed envelope in the vault until all consents are received. These forms are considered confidential and are not available to anyone.

5. **Signatures:** In accordance with Local Rule 11.1(b), signatures must conform with the electronic signature block, using “/s/ Attorney Name.” It will not be considered a complete signature unless the typed name follows after the “/s/.” This includes Certificates of Service.

6. **Proposed Orders:** When filing an unopposed motion or motion for extension of time, you must attach the proposed order as a PDF attachment. It must not be made a part of the motion document.

**NOTICE:** In addition, you must send a WordPerfect or Word version of the proposed order to the respective judge’s e-mail address, listed on Page 9 of the Administrative Procedures Manual.

7. **Multiple Motions:** When filing multiple motions in one document, you must select all motions from the drop-down list during the initial filing process. If you

hold down the [control] key and click on each motion, each motion will be filed appropriately. If you only click on one motion and then text in the other motions, each motion will not be dealt with as they should.

8. **Motions to Intervene:** These motions must be filed conventionally. The parties cannot be added until leave of court is granted.
9. **Answers and appearances in criminal cases:** You must create the association between yourself and the party you represent, especially at the time of the first appearance by the attorney (either the answer or a 12(b)(6) motion to dismiss).
10. **Briefs:** When e-filing a brief, use the events in “Responses and Replies” in Civil. If you want to link to a motion or response, you must use these other events instead of “Brief,” i.e., Memorandum in Support, Response in Opposition, etc., or the record will not show that it is fully briefed.

**DO NOT FILE A MOTION AND BRIEF IN SUPPORT OR OPPOSITION IN THE SAME FILING. THEY MUST BE FILED AS TWO SEPARATE DOCUMENTS.**

11. **Text Orders:** If you receive a Notice of Electronic Filing for a “Text Order,” there will not be a document attached to it. The docket text of the Text Order NEF has the full force and effect of an actual order signed by the Judge.
12. **Proposed Documents:** According to L.R. 15.1, when a conventional filer moves to file a pleading that requires leave of Court (like an amended complaint), the filer is to file the proposed pleading as an **exhibit** to the motion.